



Revised Date: _____

TOTALS:					
<i>Apprenticeship Utilization Requirement:</i>				15%	



Report Submittals

The original Apprentice Utilization Plan is required to be submitted at the Pre-construction Meeting. As subcontractors are added or removed from the project, a revised version of the Apprentice Utilization Plan must be submitted.

The Prime Contractor should forward the Apprentice Utilization Plan and all updated plans to:

City of Seattle
Contracting Services Division
700 Third Avenue, Suite 800
Seattle, Washington 98104

Phone: (206) 684-0430

FAX: (206) 684-4511

Web address: <http://www.cityofseattle.net/contract/apprentice.htm>

INSTRUCTIONS

The itemized instructions listed below correspond to the specific sections of the attached **SAMPLE** of the Apprentice Utilization Plan. The Apprentice Utilization Plan is available in an EXCEL 7.0 format from the City's Contracting Services Division. To easily update this form, save the document to your electronic filing system. To view the entire form select "print preview" from the FILE menu or adjust the percentage located on the standard tool bar.

1

Project Information

In the space provided, list the City's public work's number (PW#) and the PROJECT NAME for the project. The PROJECT NAME for this project can be found on the Award of Contract notice.

2

1st Plan Date and Revised Date

In the space for the 1ST PLAN DATE, list the original date that the Plan is sent to the Contracting Services Division (City) by the Prime Contractor. If additional subcontractors are subsequently added to or deleted from the Project, the Apprentice Utilization Plan must be updated and resubmitted to the Contracting Services Division. The Prime Contractor should make every effort to submit the revised Plan prior to the work start date of the contractor being added to the plan. Submittal of this information in a timely manner will assist the City in monitoring the Prime Contractor's progress in meeting the contract requirement. The REVISED DATE is the date that the plan has been updated.

3**Contractor Name**

In the spaces provided for CONTRACTOR and SUBCONTRACTORS NAME, list the name of the Prime Contractor and each subcontractor scheduled to work on the Project.

4**Estimated Information**

In the spaces provided, list the estimated information for the following:

Journey Level Labor Hours

For the Prime Contractor and each subcontractor, list the estimated number of labor hours to be worked by journey level workers. This estimate should include the labor hours of all workers subject to prevailing wage requirements as defined in WAC 296-127-015. All labor hours should be estimated in full hour increments.

Apprentice Labor Hours

For the Prime Contractor and each subcontractor, list the ESTIMATED APPRENTICE LABOR HOURS that will be worked by apprentices enrolled in a state-approved apprenticeship program. A list of state-approved apprenticeship programs can be obtained from the State Department of Labor and Industries, Apprenticeship Section. All labor hours should be estimated in full hour increments.

Total Labor Hours

For the Prime Contractor and each subcontractor, list the estimated TOTAL labor hours that are expected to be worked on the Project. This number must equal the sum of the ESTIMATED JOURNEY LABOR HOURS and the ESTIMATED APPRENTICE LABOR HOURS.

Apprentice Utilization Percentage

For the Prime Contractor and each subcontractor, provide the estimated apprentice utilization percentage for that company based on their estimated total labor hour contribution to the Project. For example according to the attached SAMPLE, if the Prime Contractor estimates using 800 apprentice labor hours and will use a total of 5,800 labor hours (journey level and apprentice), then the estimated apprentice utilization for the Project will be 13.79%.

Number of Apprentices

For the Prime Contractor and each subcontractor list the estimated NUMBER of apprentices that are expected to work on the Project.

Work Start Date

For the Prime Contractor and each subcontractor indicate the estimated month and year their work will begin on the Project.

5**Totals**

The electronic version of this form will automatically calculate the totals. If this form is used in a paper format, the Prime Contractor will calculate all necessary totals in the spaces provided.

Additional Pages

Using EXCEL: To modify the electronic version of the Apprentice Utilization Plan form, you will first need to unprotect the document format. From the TOOLS menu, select 'protection' and 'unprotect' to unprotect the worksheet. The worksheet is not password protected, so once you have made the selection the document will be unprotected. Insert additional rows by right clicking on row #11 and select "copy". After copying the row, right click again on the row and select, "INSERT COPIED ROW." This process will preserve the formulas and formats used in each row. Follow this process to add as many rows as necessary. When you have completed this process - from the 'tools' menu select 'protection' and 'protect worksheet'. Failure to protect your worksheet may result in disruption to formulas and formatting.

Paper Form: Photo copies of the form may be used as additional pages for the Apprentice Utilization Plan. To assist the City in ensuring that we have all pages of your Plan, please number the pages (Example: 3 of 4 etc.)